

Major Duties and Responsibilities- 65%

In financial planning responsibilities, the Administrative Assistant develops, executes, and manages the FPD's annual budget. The Incumbent will make budget expenditures independently or in conjunction with the FPD's SAIC. The Administrative Assistant will develop, execute, and manage the FPD budget: to include, but not limited to blanket travel, logistics, and salaries for a total budget of \$380,000. The Administrative Assistant analyzes the FPD mission and its support requirements and analyzes current FY FPD expenditures in order to develop portions of future FY budgets keyed to the above generalized budget functional areas. The Administrative Assistant, within a single FY projects the annual budget submission and the mid-year adjustment. Incumbent submits a quarterly budget status to the Budget Analyst at Headquarters, 470th Military Intelligence Brigade at Fort Sam Houston, Texas. The Administrative Assistant reviews all FPD financial transactions and vouchers produced thereof to correctness and legality of FPD financial operations. The Administrative Assistant manages the FPD's financial management files. Also performs numerous budget related tasks and transactions in other types of administrative work to include, but not limited to E-Solutions, Ariba, and in local purchases of office supplies and equipment.

Operations management and strategic planning -15%

In operations management and strategic planning responsibilities, the Administrative Assistant acts independently to adjust how and when to perform his daily work, amends and plans the work of his subordinate FSN, and coordinates and liaisons with external and internal organizations. The Incumbent will have a definitive impact on FPD operations country-wide by liaison and coordination with high level Government officials and senior management at the Embassy. In this role, he is authorized and should make significant changes to mission operations and budget expenditures as the mission dictates. The Administrative Assistant is a principal and expert liaison official between the FPD and host Nation. Interfaces with Host Nation military and police as well as with U.S. military officials, Host Nation and U.S. government officials, and Host Nation vendors to secure and coordinate support of FPD missions or missions for which the FPD has the lead; visiting delegations; Host Nation attendance of U.S. sponsored representational events and vice versa; and counterpart visits and briefings. Incumbent advises the Special Agent in Charge on cultural and other Host Nation specific matters that may impact FPD operations and missions. Incumbent provides input, as an integral member of the FPD team and participates in office management team meetings. The Incumbent will make operational and budget decisions in the absence of the FPD's SAIC. These decisions will include the ability to resolve problems autonomously and make major decisions if necessary of an operational nature. Applies financial and resource allocation analysis to strategic planning. Such planning includes reconciling available or projected resources against future requirements such as VIP visits, visiting delegations, conferences, and other FPD mission requirements. Incumbent maintains historical files of FPD initiatives for future reference. Incumbent utilizes the problem solving process: applies historical knowledge as well as knowledge of guiding regulations and procedures to discern viable options to deconflict FPD operations. The Administrative Assistant will maintain the FPD's Property Book ICW the Embassy GSO's Property Section. The total cost of all FPD issued property is expected to be about \$2 million USD when all equipment is on hand. The incumbent is also responsible for the training of assigned duties to other FPD

members for the purpose of cross-training. The Administrative assistant is responsible for training the FPD's Security Assistant/Chauffeur regarding their office practices, policies, and regulations as related to their principal missions. Incumbent will also train those subordinates in diplomatic/representational duties.

Supervisory responsibilities -10%

In supervisory responsibilities, the Administrative Assistant supervises one FSN 07 Security Assistant/Chauffeur. Administrative Assistant is the rating official for FPD Security Assistant/Chauffeur. The Administrative Assistant maintains Security Assistant/Chauffeur time & attendance, prepares annual evaluations, prepares bonus or performance based awards, quarterly counseling, and administers discipline as necessary. Analyzes near and long-term FPD mission support requirements, prioritizes these requirements, and allocates FPD financial and personnel resources to support these requirements. The FPD Security Assistant/Chauffeur is a principal personnel resource the Administrative Assistant allocates. Maintains a daily driving schedule and provides follow-through of mission performance. As a consequence, the Incumbent assigns administrative tasks to Security Assistant/Chauffeur. The Administrative Assistant is authorized to manage this asset in support of the FPD mission as appropriate. Incumbent has the authority to change, modify, or veto the work of his subordinates to best support the FPD mission. The Incumbent supervises the vehicle maintenance program for the three FPD vehicles. He ensures Security Assistant/Chauffeur performs scheduled and preventative maintenance.

Administrative responsibilities – 10%

In administrative responsibilities, the Incumbent in the absence of the FPD's Special Agents has the authority to make major decisions within the Embassy and with the FPD's headquarters related to budget, property, and operational matters. Incumbent acts as the Senior Protocol Officer for the FPD. Administrative Assistant is the primary processor of all Visa Referrals submitted by the FPD. Ensures that all referrals are submitted in a timely manner and periodically checks to track the progress of the referrals. Keeps U.S. FPD members informed of their status. Incumbent is responsible for production of all unclassified correspondence for the FPD to Host Nation military and government officials, other agencies within the Embassy, and to Headquarters. Incumbent ensures the prompt accurate translation of all incoming correspondence to the FPD or from Host Nation counterparts. Translation responsibility includes but is not limited to: briefings, letters, letters of congratulations, and invitations. Incumbent also tracks, files, and maintains all incoming and FPD created correspondence. Administrative Assistant also assists in maintaining the office calendar and seeks to fix any discrepancies or conflicts in the schedules.